

### **LIBRARY TECHNICIAN III**

#### **DEFINITION:**

Under general supervision to perform the more difficult paraprofessional work in managing a County Branch Library of moderate or large size branch library and/or Technical Services Division and to perform related work.

#### **DISTINGUISHING CHARACTERISTICS:**

An employee in this class may be in charge of a Branch Library of moderate or large size and/or Technical Services Division. Positions in this class are distinguished from the next highest level, Library Technician IV, in that the latter class is the highest level in the Technician series and from the next lower class, Library Technician II, in that the latter either operates a branch library of small size or assists in the operation of a moderate or large size branch library.

#### **EXAMPLES OF DUTIES:**

Supervises a branch library or performs in a highly technical and supervisory capacity in a Technical Services Division; supervises, schedules, trains and evaluates the work of paraprofessional library personnel; makes recommendations and helps formulate changes in procedures within the guidelines of the library manual; assists patrons in the use of library facilities; locates information, books or resources in response to patrons' needs or questions; maintains a variety of files and records relating to branch operations (e.g. volunteer hours, lost books), or to Technical Services Division (e.g. book acquisition, cataloging statistics); inputs data into an automated system and interprets the information that is displayed on terminals; assists in developing services for the public and encourages greater use of the library through community contact work such as story hours, school/class visits and programs; completes and submits program outlines and evaluation forms; checks and submits monthly statistical reports to Headquarters; performs related tasks; and may act as library liaison to a Friends of the Library organization.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Library literature and resource materials.
- Library technical services and functions.
- Principles of supervision and training.
- Library forms, operations, and services.
- Library automated circulation system.
- Basic principles and practices of library sciences.

##### **Skills and Abilities to:**

- Classify and arrange books.
- Organize, coordinate, schedule and conduct a variety of library programs.
- Communicate effectively with public/staff in both oral and written form.
- Effectively train paraprofessional personnel and volunteers (includes training on the library's automated circulation system).

- Coordinate library programs and school/class visits.
- Assist readers in the use of the library.
- Promote services to the public and encourage greater use of the library through community contact work.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which would demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying experience is: three (3) years of library work experience at either the Library Technician I or Library Technician II level. A Library Technology Certificate or an Associate of Arts degree in Library Science is desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Working Conditions:**

Occasional lifting of books and/or boxes of books weighing up to 30 pounds and pushing carts weighing up to 200 pounds is required. Positions also involve prolonged standing over sustained periods of time. Positions in this class may require evening and Saturday work.

